



A few data entry guidelines.

NUMERIC ENTRIES

- Begin numeric entries with 0–9, +, – (for negative number), . (for decimal), or use parentheses as appropriate.
- Within numeric entry do not include \$? or , (but formula followed by ? will be calculated below edit line).
- A range of values, such as those in B5 through L5, is entered as B5>L5.
- A list of values, such as +SUM (A2, B3, D7), may be used with appropriate system functions.
- To replicate a range of values, use the Copy (;C)...Relative (R) commands.
- To change type of entry from numeric to text, use Data Toggle ^key.

TEXT ENTRIES & SIZE LIMITS

- To change type of entry from text to numeric, use Data Toggle ^key.
- Within text entry do not include ? symbol.
- Worksheet size should be adequate for many standard ledger sheet and forecasting applications (use ; ? to check number of cells available).

AUTOMATIC ENTRIES (option)

- Set cells for automatic entry with ;FF (sets "Form Mode"). Begin automatic entries with ;A ("Form Control Mode").



CalcStar general procedures.
Just type the entry, then respond to prompts.

PROCEDURE	ENTRY
TO BEGIN a worksheet	
At Operating System prompt	C S RETURN
At edit line: to load a saved worksheet	; L
[At prompt, enter filename then press RETURN. To load from B drive, enter B: before filename]	
TO PRINT a worksheet (or portion)	; P
[Press RETURN at each prompt for standard (default) settings, or change as needed]	
TO SAVE a worksheet (or portion) as a CalcStar (.CSD) file	; S
NOTE: To save files on disk in B drive, enter B: before filename at appropriate prompt.	
Alternate SAVE options	
Save as a WordStar (.TXT) file...	; P
At prompt: To which file?	
PRINTER	filename RETURN
Save as a data (.DTA) file for use with MailMerge, DataStar, SuperSort, Basic...	; P
At prompt: To which file?	
PRINTER	> filename RETURN
TO END	
and return to Operating System	; Q

MicroPro®

MicroPro International Corporation
33 San Pablo Avenue
San Rafael, CA 94903
(415) 499-1200 • Telex: 340-388

KAYPRO

CALCSTAR™

Quick Guide Reference Card

TEXT FUNCTIONS

- /R Right justify text entry
- /C Center justify text entry
- /L Left justify text entry
- /= Repeat next character entered
- /P Page break (in leftmost print col.)
- \ Precedes comment in numeric entry

Back Space, CTRL H or DEL delete characters at edit line or printout Title line (or other input lines).

ESC cancels most commands.

; ESC (or **; ESC <CR>**) cancels or clears other commands and prompts.

ARITHMETIC FUNCTIONS

- + Plus
- Minus
- * Multiplied by
- / Divided by
- % Percent of (e.g., **150%F4**)

LINEAR FUNCTIONS

- +REGR** (Range, Coordinate)
- +PROJ** (Value)
- +DEPD** (Value)
- +SLOPE** ()

SYSTEM FUNCTIONS

- SUM** () Sum [total value]
- CNT** () Count [numeric cells]
- AVG** () Average [mean]
- MAX** () Maximum value
- MIN** () Minimum value
- SQRT** () Square Root
- LOG** () Logarithm [base 10]
- LN** () Natural logarithm
- ABS** () Absolute value
- EXP** () Exponent of value e [2.7182...]
- **** Common Exponent [e.g. $5^3 = 5 * 3$]

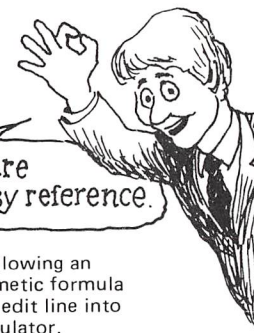
CONDITIONAL FUNCTIONS

- If, then statements
- + _____ > _____ :
- If, then, else statements
- + _____ = _____ : _____ :



CalcStar™ is the easy one.
Easy to learn. Easy to use.

And all the action keys are listed on this page for easy reference.



Symbol for **CTRL** key. Hold down CTRL key to give letter key a special function.

Symbol for **RETURN** key or "enter" key for your keyboard.

[?] displays help screens for more details about CalcStar action keys.

First press **[?]**, then press any Command key.

[?] following an arithmetic formula turns edit line into a calculator.

- Cursor Movement -

<CR> Right

<S> Left **<D>** Right

<E> Up **<X>** Down

<Z> Col A next row

- Commands -

A Auto **F** Format **M** Merge **R** Recalc ***** Extend

I Copy **H** Help **O** Order **S** Save **=** Lock

D Delete **I** Insert **P** Print **W** What **?** Space

E Edge **L** Load **Q** Quit **G** or **<TAB>** Goto

- Misc -

@ Curs Pos

[?] Evaluate

<^> Data Togl

<ESC> Cancel

Col> **IA** **IB** **IC** **ID** **IE** **IF** **I**

Row> 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

current || data ||

type: contents: edit:

COMMAND, CURSOR, & MISCELLANEOUS KEYS

CalcStar prompts and messages, displayed in the current data area, guide you every step of the way.



WORKSHEET WINDOW

CURRENT DATA AREA

Cursor. Shown at cell (or coordinate) A3.

CONDITIONAL FUNCTION OPERATORS

- > Greater than
- < Less than
- = Equal to
- * Logical AND
- >= Greater than or equal to
- <= Less than or equal to
- <> Not equal to
- + Logical OR

VALUE HOLDER

! Holds a value constant (e.g., **B6!** within a formula) in copy relative commands. **[!]** is also used to modify future entries (e.g., **!210%!]**)